

Nomination Form for a Plain Language Award

Eligibility: NIH *final* products created after June 1998 that adhere to plain language principles

1. Product Title: _____
 2. Type: ☐ Report ☐ Poster ☐ Brochure ☐ Manual ☐ Correspondence ☐ Instructions/Forms
☐ Other: _____
 3. Primary Format: ☐ Audio-visual ☐ CD Rom ☐ Exhibit ☐ Print ☐ Videotape/Film ☐ Web
☐ Other: _____
 4. Submitted by: _____

Printed Name
Date
IC or OD Office
 5. Audience: ☐ Public ☐ NIH/Government ☐ Congress
☐ Technical ☐ Administrative/Legal ☐ Other: _____
 6. Has the product been audience tested? ☐ Yes ☐ No (*If yes, provide documentation*)
 7. Has the product been revised from an earlier version? ☐ Yes ☐ No
 8. Has the product previously been submitted for a Plain Language Award? ☐ Yes ☐ No
 9. Author(s): Please list all of the individuals who should receive recognition if this product is selected for an award
- | Name(s) / Group(s) | Professional
Degree(s) | IC/OD | E-mail/Phone |
|--------------------|---------------------------|-------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
10. Purpose of the product (Describe the audience and how this product meets their needs in 2-3 sentences):

 11. Summary of the product (2-3 sentences for the Award program booklet, if selected):

Instructions for submitting product (**Receipt Deadline – September 20, 2002**)

- Attach **16** copies of the product in hard-copy (*If “before” and “after” versions are available, please provide both versions clearly marked.*)
- Include primary form of the product, e.g., CD Rom or diskette
- Indicate Web address if the product is on the Web (http:// _____)
- Submit to: NIH Executive Secretariat, Building 1, Room B1-46